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D-R-A-F-T

MEMORANDUM FOR: Deputy Director (Plans)  
SUBJECT : Compromise of Covert Employee  
REFERENCE : Memorandum from the DD/P to the DD/S dated  
14 September 1955, same subject

1. Investigation of the circumstances which caused the mailing of a second personnel action to the overseas address of [REDACTED] indicates that the situation occurred as the result of complete disregard by her relatives of positive instructions printed on the envelope in which the action was mailed. In the case of the second mailing, a special envelope was used which reflected the notation "POSTMASTER - DO NOT FORWARD". The near compromise, therefore, was apparently caused by the opening of the envelope by an individual at the McLean, Virginia, address, insertion of the personnel action into another envelope and mailing of the new envelope containing the action to the overseas address.

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2. As the result, the Office of Personnel has discontinued use of the special envelope and adopted use of registered mail, carefully marked and restricted to "Do Not Forward - Deliver to Addressee Only". (Sample envelopes attached.) In addition, a "return receipt" is requested for all such letters. The use of the registered mail procedure was checked by the Chief, Agency Mail and Courier Service, with a contact in U. S. Post Office Department. The postal official stated that the Post Office has recently strengthened restrictions on the handling

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and delivery of registered mail. Use of the subject mail procedures, therefore, should provide greater degree of security.

3. The Office of Personnel realizes, nevertheless, that use of any type of mailing procedure which results in material being handled outside Agency facilities represents a source or basis for possible compromise. Security in forwarding personnel actions to employees, separated or in LWOP status, can be improved if operating components will review all copies of Standard Form 52, Request for Personnel Action, prior to forwarding the forms to the Office of Personnel, and stamping the notation "DO NOT MAIL" in the "Remarks" section of the form whenever necessary. This action is recommended. Receipt of forms stamped with the special notation will result in restricted handling of the forms by personnel clerks and stamping of the same notation on SF-50, Notification of Personnel Action, during processing.

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4. In the case of employees paid from confidential funds, no special notation is needed since personnel actions covering such individuals are accomplished by use of a modified Standard Form 50 overprinted in red with the classification SECRET and the letters "CF". CF actions are maintained permanently in the official files of the Agency and are not furnished to the employee.

L. K. WHITE  
Deputy Director  
(Support)

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